

**Appendix A**

**DOELAP OVERSIGHT BOARD  
CHARTER**

**PURPOSE**

The DOE Laboratory Accreditation Program (DOELAP) Oversight Board is established to advise the DOELAP Administrator with respect to technical dosimetry issues, review of recommendations by the DOELAP Performance Evaluation Program Administrator (PEPA) with respect to accreditation of DOE site personnel dosimetry or radiobioassay programs, review of the Performance Testing Laboratory (PTL) and review of DOELAP technical standards and site assessment criteria. The primary purpose of the Board is support to the DOELAP Administrator to maintain long term continuity of DOE site dosimetry or radiobioassay programs. Another purpose is to ensure technical quality and consistency of DOELAP technical standards and site assessments.

**ORGANIZATION**

Membership on the Board shall be appointed by the DOELAP Administrator. Candidates are selected from nominations by the respective DOE field organizations. The Oversight Board typically consists of five members who each serve a five year term. Members of the Oversight Board shall select one member to serve, for a three year period, as chairman. Reappointment of members to subsequent terms may occur. Members of the committee shall have expert knowledge of personnel dosimetry or radiobioassay practices and regulatory requirements.

**MEETINGS**

The Board for the Personnel Dosimetry DOELAP normally meets twice a year to review laboratory accreditation documentation. The Board for the Radiobioassay DOELAP normally meets once per year. The voting criteria and quorum for the DOELAP Oversight Board functions shall be by simple majority of at least three voting members.

## **RESPONSIBILITIES**

The Oversight Board shall:

- C Review recommendations made by the PEPA and advise the DOELAP Administrator regarding approval or denial of DOE or DOE contractor dosimetry or radiobioassay programs. An Oversight Board member shall be excused from evaluating and voting on any issue where there may be a conflict of interest;
- C Evaluate the performance testing laboratories biannually for traceability of equipment and standards to the National Institute of Standards and Technology (NIST) and conformance with operating procedures;
- C Review remedial action plans for mitigating concerns or deficiencies in dosimetry or radiobioassay programs identified by DOELAP site assessors; and
- C Recommend appropriate changes to the DOELAP Administrator based on review of DOELAP documentation, site assessment criteria, and standards.

## **RECORDS**

Records of Board meetings and recommendations for accreditation or denial of DOE site dosimetry or radiobioassay programs are maintained by the PEPA.

## **AUTHORITY**

The Board is established as an advisory body. Therefore, decisions and recommendations made by the Board will not be binding on the DOELAP Administrator, but will carry significant weight in the conduct of the DOELAP.